



PrinterOn Mobile Printing Apps for iOS and Android Installation and Printing Guide



LIBRARY PRINTING SOLUTIONS

PrinterOn Mobile Printing for Libraries



With the PrinterOn Mobile Printing Solution at your library, patrons can not only print from your library computers, but they can print from their mobile devices such as:

- Smartphones
- Tablets



PrinterOn has developed mobile printing apps for **iOS** and **Android** devices. The following pages will tell you how to download the free apps to your device and print from them.




PrinterOn
iOS App



PrinterOn
Android App

Downloading the PrinterOn App to Your iPhone or iPad

1.  Open the App Store app on your device
2. Search for PrinterOn
3. Click on Open and install the app on your device
(the same app can be used for both iPhone and iPad)




Configuring the PrinterOn App

1. After downloading the Application, run it.
2. Select the 'Settings' tab on the bottom of the app
3. Username/Address/Password: Enter any name you'd like to use to identify your print jobs.
4. Use is Requests: This is recommended so you don't have to enter a username for every print.
5. Search Settings: Allows to search a distance from your location.



Printing an Email Attachment

1. From within your email application, choose the email with attachment you would like to print
2. Select the attachment
3. Tap the “Open In” icon 
4. Select “Open in PrinterOn”
5. Search for a print location or use one from your saved PrintSpots
6. Choose your location, tap Select
7. Tap “Print”
8. Enter the release code on the keypad at the printer to print your document



Printing an Email Body

If you need to print the body of an email, then you will use the standard email method without using the app (you can choose to print just the email body or both body and attachment)

1. Open the email you would like to print
2. Tap the “Forward” icon, at this point you can choose to include or not include the attachment(s)
3. Enter the email address of the printer (*ex libraryprinter1@printspots.com*) or select it from your list of contacts
4. You will get an email back with a release code
5. Enter the release code on the keypad at the printer to print your document




Printing a Web Page or Photo

1. Open the PrinterOn app
2. Tap “Print”
3. Tap the web page icon or photo icon
4. Enter the URL you would like to print or select photo
5. Tap the printer icon
6. Search for a print location or use one from your saved PrintSpots
7. Choose your location, tap “Select”
8. Tap “Print”
9. Enter the release code on the keypad at the printer to print your document




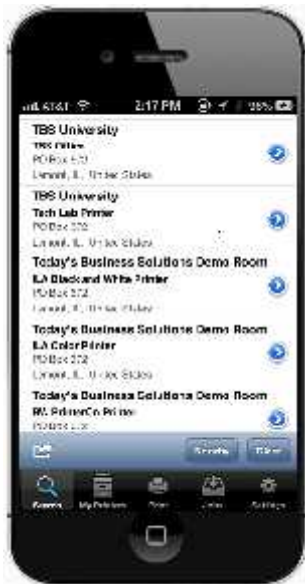
Printing from Cloud Storage Applications

1. You must have the Cloud app installed on your iPhone or iPad
2. Open the Box app and select the file you would like to print
3. Tap the “i” icon 
4. Select “Open In”
5. Tap “Open in PrinterOn”
6. Search for a print location or use one from your saved PrintSpots
7. Choose your location, tap “Select”
8. Tap “Print”
9. The User Name you saved will be used to identify your jobs.




Save a printer to Your Phone or Tablet

1. Search for a print location
2. Select your printer, and then tap the 'Options' icon 
3. Select SAVE or add to contacts for emailing (printer will show up under 'P' in contacts)
4. After a printer is saved, you can also UPDATE, or DELETE.



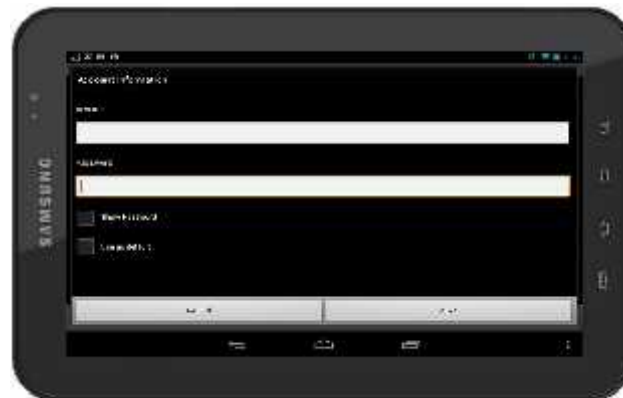
Downloading the Android App to Your Phone or Tablet

1.  Open the Google Play Store app on your device
2. Search for PrinterOn
3. Select either the Phone or Tablet app
4. Select “Install”



Configuring your PrinterOn App

1. After downloading the Application, run it.
2. Select the 'Settings' tab on the bottom of the app
3. Account Information: Click Add, and enter in a username that you will use to identify your print jobs.
4. Search Configuration: Allows to search a distance from your location.
5. Click OK



Printing an Email Attachment

There are two ways you can print an email depending on the email client you are using and what you need to print. Some Android email clients don't allow you to save attachments to your Documents and some do.

If your client allows you to save email attachments then you can use the following method:

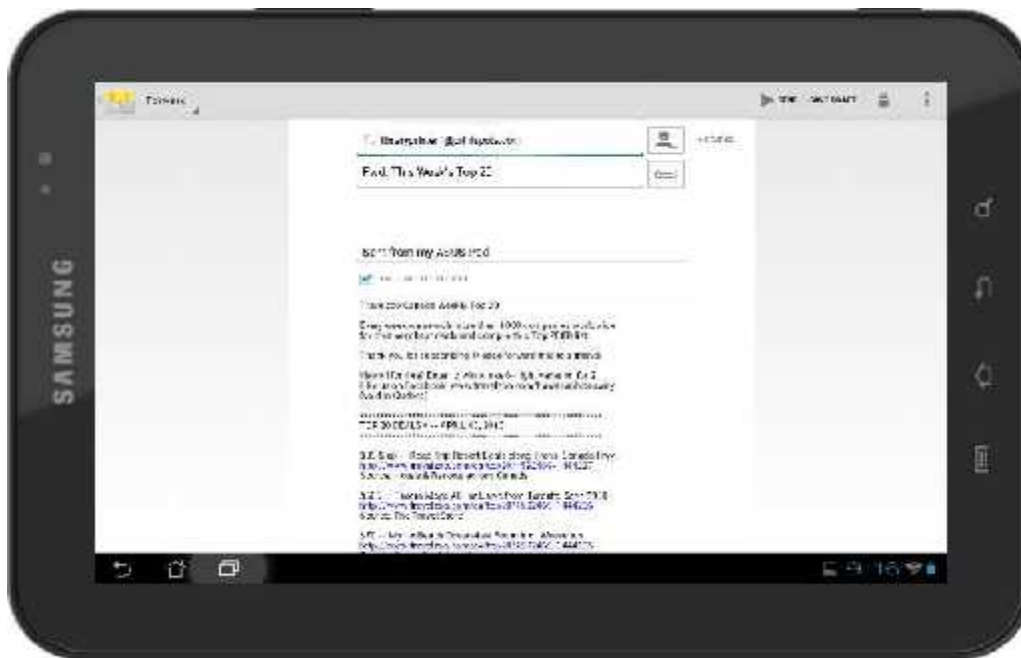
1. Save the attachment to your Documents
2. Open the PrinterOn App and tap "Explore"
3. Open Downloads
4. Select your document
5. Choose a saved printer or search for a printer
6. Tap "Print"
7. Enter the release code displayed on the keypad at the printer to print your document



Printing an Email Body

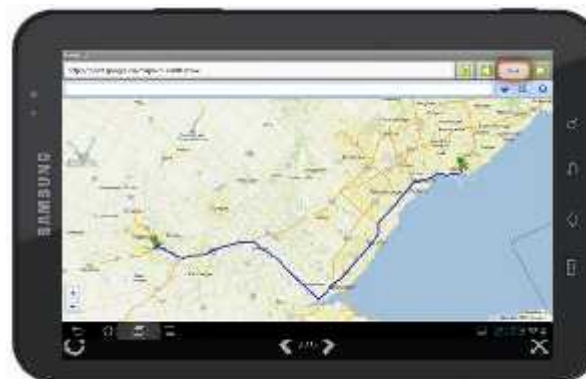
If you need to print the email body, then you can use the standard email method without using the app (this method will print both the email body and the attachment)

1. Open the email you would like to print
2. Forward it to the email address of the printer (*ex. libraryprinter1@printspots.com*)
3. You will get an email back with a release code
4. Enter the release code on the keypad at the printer to print your document



Printing a Web Page

- Open the PrinterOn App and tap “Web”
- Enter the URL you would like to print
- Tap “Print”
- Choose a saved printer or search for a printer
- Tap “Print”
- Enter the release code displayed on the keypad at the printer to print your document



Printing a Photo

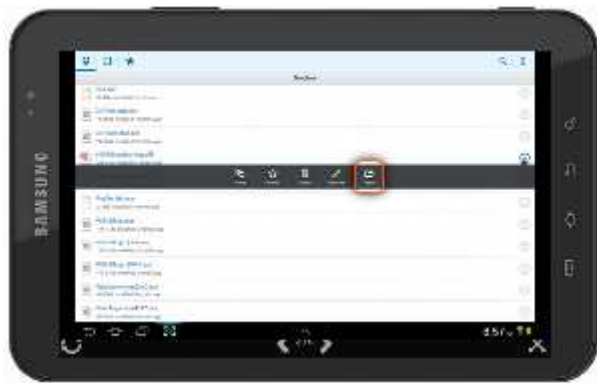
1. Open the PrinterOn App and tap “Gallery”
2. Select your photo
3. Choose a saved printer or search for a printer
4. Tap “Print”
5. Enter the release code displayed on the keypad at the printer to print your document



Printing from Cloud Storage Applications

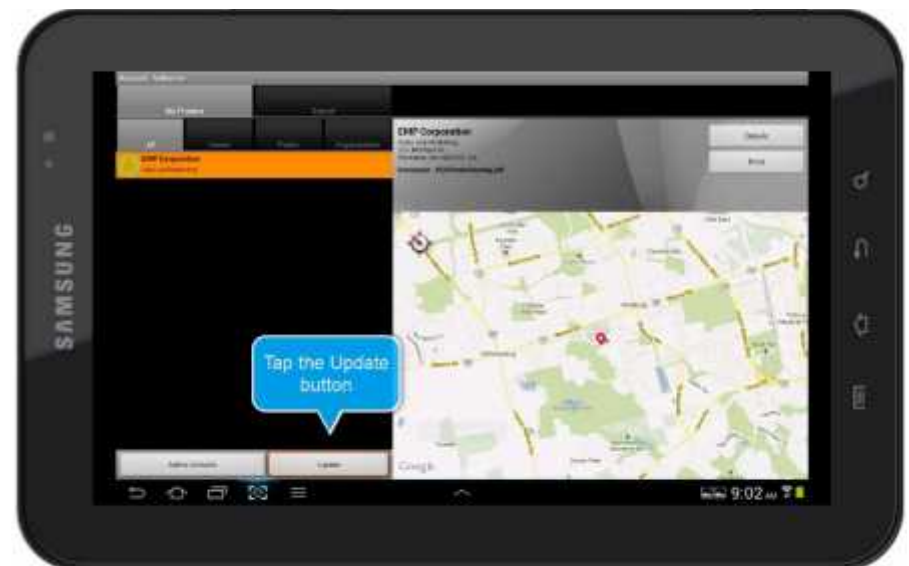
Printing from cloud storage apps like Box, Google Drive, SkyDrive and Dropbox is easy when utilizing the “Share/Send” function of the Android platform. The steps below outline printing from Dropbox. Other applications may vary slightly.

1. Open the Cloud app
2. Select the file for printing and choose the dropdown arrow to the right of the title
3. Tap the “Export” icon
4. Choose the PrinterOn app from the list
5. Choose a saved printer or search for a printer
6. Tap “Print”
7. Enter the release code displayed on the keypad at the printer to print your document



Save a printer to Your Phone or Tablet

1. Search for a print location
2. Select your printer and select SAVE.
3. Add to contacts for emailing is also available. (printer will show up under 'P' in contacts)
4. After a printer is saved, you can also UPDATE, or DELETE.



Demos can be found at

www.printeron.com/demoprint/appdemos

More information

www.printeron.com/industry/libraries.html